



Office of Campaign Finance

FINAL AUDIT REPORT ON
RE-ELECT JIM GRAHAM
POLITICAL CAMPAIGN COMMITTEE REVIEW
2002 ELECTION YEAR

REPORT NO. RAAD-03-0002-G2

OCTOBER 2004

REPORTS ANALYSIS AND AUDIT DIVISION
OFFICE OF CAMPAIGN FINANCE
WASHINGTON, DC

I. BACKGROUND

A. OVERVIEW

This report is based upon a field audit of the Statements of Reports of Receipts and Expenditures filed by Re-Elect Jim Graham ("the Committee") undertaken by the Reports Analysis and Audit Division, Office of Campaign Finance (OCF), to determine if the above have complied with the provisions of the District of Columbia Campaign Finance Reform and Conflict of Interest Act of 1974, as amended, D.C. Official Code Section 1-1103.03(8) (2001 Edition) (the Act).

1. Candidate

Jim Graham, a candidate in the 2002 Primary and General Elections for the Office of Member of the Council, Ward 1, registered with OCF on April 1, 2002, in accordance with D.C. Official Code Section 1-1102.05.

The field audit of the candidate's statements covered the period March 1, 2002 through July 31, 2003. In his Statement of Candidacy, the candidate designated Re-Elect Jim Graham as his Principal Campaign Committee.

2. Principal Campaign Committee

The Re-Elect Jim Graham Committee registered with the OCF on April 1, 2002, in accordance with D.C. Official Code Section 1-1102.04. All Reports of Receipts and Expenditures were timely filed.

The audit of Re-Elect Jim Graham Committee covered the period March 1, 2002 through July 31, 2003. The Committee's report of June 10, 2002, the first report filed, disclosed a beginning cash balance of \$300.00. During the period of the pre-audit (desk) review, the Reports filed by the Committee reflected total aggregated receipts and expenditures of \$235,685.96, and an ending cash balance of \$0.00. Total receipts and expenditures per desk review were \$235,685.96 with an ending cash balance of \$0.00. The Committee reported debts and obligations totaling \$0.00.

B. KEY PERSONNEL

The principal officers of the Re-Elect Jim Graham Committee were Janie Boyd, Treasurer, and Brenda Williams, Chairperson, as cited in the Statement of Organization. Acceptance of Treasurer and Chairperson forms were filed on April 1, 2002. The Committee provided all information pursuant to D.C. Official Code Section 1-1102.01(a).

C. SCOPE OF THE AUDIT

The performed audit procedures included a verification and/or examination of:

1. The mathematical accuracy of the reports of receipts and expenditures filed with the Director, Office of Campaign Finance, during the period audited;
2. The total reported receipts and expenditures and individual transactions with source documents;
3. Conformity with the contribution limitation as mandated by D.C. Official Code Section 1-1131.01;
4. Committee debts and obligations;
5. Proper categorization of the committee's receipts and expenditures; and
6. The review procedures as deemed necessary under the circumstances.

II. AUDITOR'S STATEMENT

In the Preliminary Audit Report, the Audit staff recommended the Committee develop internal control procedures where it will no longer accept cash contributions in the amount of \$25 or more and ensure that disbursements that are made from the petty cash fund do not exceed the amount of \$50 or more for a single transaction.

The Committee responded to the Preliminary Audit Report and addressed the issues presented. The Committee has developed internal control procedures to prevent acceptance of cash contributions in the amount of \$25.00 or more. In addition, the Committee has developed internal control procedures to assure that no petty cash transaction in the amount of \$50.00 or more are made for a single petty cash transaction.

It is the opinion of the Audit staff, based upon the audit of the reports and statements filed and the financial records presented, that the reports and statements of Re-Elect Jim Graham accurately represent the financial history of the Committee for the period of the audit. The accounting of the receipts and expenditures are in substantial compliance with the disclosure provisions of the District of Columbia Campaign Finance Reform and Conflict of Interest Act of 1974, as amended.

III. RECOMMENDATION

We therefore, recommend that this report be issued as a "Final Audit Report". We have determined that the reports and statements filed by Re-Elect Jim Graham ("Committee") with the Director, Office of Campaign Finance are in substantial compliance with the District of Columbia Campaign Finance Reform and Conflict of Interest Act of 1974, as amended.

FINAL FIELD AUDIT REPORT APPROVED FOR RELEASE:

Cecily E. Collier-Montgomery

Date